DLA ADMINISTRATIVE SUPPORT CENTER

AREA OF CONSIDERATION: Appointable Employees of Department of Defense

APPOINTMENT CRITERIA: Currently tour lengths in Kuwait are being limited to one year on an unaccompanied basis. However; this situation may change at any time, and if so, dependents would be allowed to join employees in Kuwait at the time of such change. Until then employees would be able to apply for separate maintenance allowance (SMA) for their dependents who remains in the United States.

DUTIES: The incumbent serves as a Computer Specialist. Responsible for overall LAN management for all computer systems in DCMC Kuwait and DCMC Egypt. Coordinates all new computer equipment and software acquisitions, including all related planning functions with the parent organization, DCMC Saudi Arabia. Responsible for configuration and network management. Ensures configuration on unclassified system is properly performed and maintained IAW DoD standards. Prepares or receives broad system requirements in either a functional description, system specification or a systems requirements document. Develops detail program specifications and codes, tests, and implements program and systems utilizing the most appropriate analysis and design methodologies for the requirements at DCMC Kuwait and DCMC Egypt. Installs computer hardware and software. Provides direct assistance to users in the testing and debugging of new applications. Designs and develops new programs, modifies existing programs and evaluates software packages pertaining to operational, administrative, or financial applications to support DCMC Kuwait and DCMC Egypt needs.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience at least equivalent to the GS-11 level. Specialized experience is experience which demonstrates accomplishment of computer projects assignments and techniques pertinent to the above position. This knowledge is generally demonstrated by assignments where the applicant has analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelations must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project. Applicants must have served one year in grade GS-11 to meet OPM time-in-grade requirements.

EVALUATION METHODS:	MAXIMUM POINT VALUE
1. **Quality of Experience**	65
2. **Performance Appraisal**	15
3. **Education, Training and Self Development**	15
4. **Awards**	5
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

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OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.

2. Time in grade and qualification requirements must be met by the closing date of this announcement.

3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.

4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.

5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.

6. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.

7. TDY is required.

8. The tour length for this overseas location is 1 years. Extension(s) up to a maximum of 5 years is possible, however, extensions are not guaranteed and no promise of an extension is implied.

9. Government quarters are provided at no charge to the employee.

10. Post Allowance (PA) is authorized. PA is a tax free cost-of-living allowance (similar to locality pay) that reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

11. Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.

12. Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

13. Shipment of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds).

14. Salary advance of 3 months is authorized. Advances may be made during the period of 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

15. Home leave is accrued at the rate of 5 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

16. Return rights within DoD are mandatory.

17. Real estate expenses will not be authorized.

18. An overseas sponsor will be appointed at the time of selection to provide more specific information.

19. Overseas allowances are subject to change without notice. Additional information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II. Upon selection of this position, specific allowance rates will be provided.

20. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would otherwise be reduced.

21. Tour of duty is Sunday through Thursday.

HOW TO APPLY: Applicants may choose any of the following written application formats:

(1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.

(2) SF 171, Application for Federal Employment.

(3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.

b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.

c. A list of all awards received within the past 10 years, including the dates of the awards.

d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

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WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.

Merit Promotion Questionnaire

Position: Computer Specialist, GS-334-12
Location: Kuwait

Applicant Name:_____

SSN: _____   **Office Phone**: _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible. This questionnaire must be completed and postmarked by the closing date of the announcement. You cannot submit any information after that date.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly and answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Beside each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application should have identifying letters for experience sections. For example, if you got your experience in your current or your most recent job, you would enter the appropriate letter under "Where on Application" beside the question. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Economics, Finance, Marketing, System Management

Level of Education	Major (points)		
8 Semester/12 Quarter Hours	____ Any Major (0)		
16 Semester/24 Quarter Hours	____ Any Major (0)		
1 Academic Year	____ Any Major (1)		
2 Academic Years	____ Related Major (5)	____ Other Major (2)	____ Any Major (0)
3 Academic Years	____ Related Major (7)	____ Other Major (3)	____ Any Major (0)
Bachelor's Degree	____ Related Major (12)	____ Other Major (5)	____ Any Major (0)
1 Graduate Academic Year	____ Related Major (13)	____ Other Major (6)	____ Any Major (0)
Master's Degree or Higher	____ Related Major (15)	____ Other Major (8)	____ Any Major (0)

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

__ ___ ___ ___ ___ Value Engineering   ___ ___ ___ ___ ___ Meritorious or Superior Civilian Service
__ ___ ___ ___ ___ EEO Award   ___ ___ ___ ___ ___ Commendable Service Certificate
__ ___ ___ ___ ___ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes**. *Related* job series are: GS-332, GS-334

Rating Level	Related	Unrelated
Exceptional (Level 5)	___ ___ ___ 5 points each	___ ___ ___ 3 points each
Highly Successful (Level 4)	___ ___ ___ 4 points each	___ ___ ___ 2 points each
Fully Successful (Level 3)	___ ___ ___ 3 points each	___ ___ ___ 1 points each
Below Fully Successful (Level 1 or 2)	___ ___ ___ 0 points each	___ ___ ___ 0 points each

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Ranking Questions	Where on Application

Computer Specialist, GS-334-12

Up to 65 points are awarded for experience. Please circle your "Yes" or "No" response to each question. Uncircled questions will be considered a "No" response.

1. Do you have programming experience with DOS batch files?
   a. Yes   b. No

2. Do you have programming experience with UNIX shell?
   a. Yes   b. No

3. Do you have experience working with these: XMODEM and KERMIT?
   a. Yes   b. No

4. Do you have experience working with telecommunications protocols including Baud Rate, Parity, Star, Stop, and CRC?
   a. Yes   b. No

5. Do you have experience working with these emulators: VT-52, VT-100, and 3270?
   a. Yes   b. No

6. Do you have experience with these telecommunications protocols: X.25, IP packet, and TCP packet?
   a. Yes   b. No

7. Do you have experience with these telecommunications protocols: Router, Bridge, and MODEM?
   a. Yes   b. No

8. Do you have experience with these telecommunications protocols: DDN, DCN, and PDN?
   a. Yes   b. No

9. Are you proficient in training users in fully utilizing the capabilities of word processors, spreadsheets, graphics, and databases?
   a. Yes   b. No

10. Have you used database support software tools to maintain and assure the accuracy of a database?
   a. Yes   b. No

11. Have you successfully designed, developed, or maintained a mainframe database using Unity, Oracle, or other relational data systems?
   a. Yes   b. No

12. Have you worked with vendor support staff and computer personnel outside of your office?
   a. Yes   b. No

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Ranking Questions	Where on Application
Computer Specialist, GS-334-12	
3. Do you have systems administrator experience with Novell server systems? a. Yes b. No	
4. Do you have systems administrator experience with Unix server systems? a. Yes b. No	
5. Do you have a working knowledge of the 'VI Editor?' a. Yes b. No	
6. Do you have a working knowledge of the 'Edlin Editor?' a. Yes b. No	
7. Have you repaired printers, monitors, or other perpherials? a. Yes b. No	
8. Have you installed computer programs on PCS? a. Yes b. No	
9. Have you installed computer programs on Novell based servers? a. Yes b. No	
0. Have you installed computer programs on Unix servers? a. Yes b. No	

Certification

hereby certify that the information I have provided in this Questionnaire is complete and truthful. I nderstand that falsification of this Questionnaire may result in disciplinary action, up to and cluding removal.

ignature: **Date:**

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